



## TOWN OF NORTH ANDOVER

### FINANCE COMMITTEE

#### Meeting Minutes

Meeting Date: 11 March 2010

**Meeting Location:** Town Hall, First Floor  
Conference Room

**Meeting Called to order:** 6:38 PM

#### I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman		Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan LeBovidge-AL		Herb Cunha-HC, Minutes	X

#### Non FinCom Members in Attendance

OTHERS: -Stan Limpert, SL-Vice Chair-Schl Com. -Matthew Killen, MK-Director IT  
-Mark Rees, MRees-Town Manager -James Mealey, JM-School Finance  
-Christine Allen, CA-School Committee  
-Christopher Hottel, CH -Supt Schools

**Note: All FINCOM votes are subject to change upon receipt of new information.**

#### I. Previous Minutes Approved

DATE: 9 Mar 2010      Approved, unanimous

#### III. New Business

##### AGENDA ITEM: A. CIP Schools Technology Upgrades

Discussion      -MK: Explained comparisons among CISCO, HP and Extreme. Schools wanted to add new systems to fiber optic network which was not very well documented. Looking to install a turnkey system, i.e. will be pre-built with minimum IT staff required on sight. Current software will plan on using this hardware architecture from vendor. Project includes training of School talent, follow the Municipal training. Additional training is estimated at \$40k because of equipment changes.

-MRees: Spoke about bringing in an expert to assess IT in Municipal and School for commonality.

-MK: 911 calls are not supported by CISCO. Core equipment will be located at Town Hall.

-MR: Discussion about can we borrow funds for training, up to \$40k not in budget for Extreme or HP.



#### AGENDA ITEM: A. CIP Schools Technology Upgrades, continued

- Discussion:
- TD: Discussion about system longevity.
  - MK: Most are edge switch, CISCO system 5-7 years, core equipment 7-10 years, Extreme 3-5 years, core 5-7 years.
  - Discussion about bonding to 10 years. MRees: Want to tie user debt to equipment longevity.
  - BW: Asked about strategic plan to be prepared by MK.
  - MK: Fiber optic is now up to date throughout. Plans equipment change out incrementally so that we don't have one massive replacement.
  - BW: Expressed desire to get reassessment report by the weekend before FINCOM votes.
  - MR: He will invite MK to Tuesday meeting, 16 Mar, when vote is to be taken.

#### AGENDA ITEM: B. CIP Transfer of unexpended funds to School Modular

- Discussion:
- JM: Discussion about Article L-Transfer \$164k early childhood to Kittredge. Claimed that he got the go-ahead.
  - MRees: Funds can be used for like project use.
  - MR: Spoke of left over \$164k from \$4M project.
  - Discussion: Funds would help fund roughing in sprinkler system into modular now in construction at the provider. Total project would be \$545k + \$164k, awaiting bid review. Mentioned \$450k for sprinklers at Bradstreet. If Town doesn't vote on sprinklers at Bradstreet then modular building will be detached and require toilets.

**Vote Taken: Motion by RB to recommend favorable action to transfer unexpended bond processed 2010 for preschool funds of \$164k to Kittredge modular. Seconded BW.**

**Vote: Yes, unanimous, Approved.**



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**AGENDA ITEM: C. Facilities reorganization**

Discussion:       -MRees: His option B on this topic includes consolidating Facility Management, Purchasing. Made reference to Payroll and IT. FY11 Payroll, IT and Purchasing to be ready for consolidation. Plans to establish Working Group of Municipal, School and Citizenry members to view Facility Management to include job descriptions, pay class, with an estimated \$50k by 1 January 2011 when report will be done and can hire Facility Manager.

                      -Discussion about energy where the New Facility Manager can extend what's been done for cost efficiency. Data will be provided on school electricity billing.

                      -MR: Spoke of leveraging other towns.

                      -MRees: Mentioned that Reading is doing lighting for other towns.

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**AGENDA ITEM: D. Municipal/School Budget % Split**

Discussion:       -MRees: Referred to Budget Book update, which includes \$330k State Aid cuts. For 2009 School understated funds that we put back in. Town Manager recommendations have been put in for 2010 and 2011. Mentioned available funds for Operations from 2006 to 2011. \$114k Municipal and \$244k School, at Town Meeting have to cut budgets, State received.

                      -Discussion: \$37758 for level services, \$36520 for level funded, School is still short \$1.250M.

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**AGENDA ITEM: E. Warrant Article write-ups**

Discussion:       -MR: He will generate new articles listing for next meeting.

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**AGENDA ITEM: F. New Business-other/none**

Discussion:

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**III. Old Business/Non-Agenda Items**

NON-AGENDA ITEM: None

Discussion:



## V. Adjournment

Motion: RB                      Yes Unanimous  
Seconded: BO                      Time: 9:05 PM

## IV. Next Meetings

Thursday, 16 Mar 2010 Town Hall, 6:30 PM

## ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1-8	Completed items are shown in FINCOM Mtg Minutes of 4 Mar 2010 for review.			C
9	Email a request to Matthew Killen and Sch Comm. to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	4 Feb	C
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
11	Prepare schedules for CIP Articles/voting A/R and Department visitations to FINCOM.	MR	18 Feb	C
12	Schedule a Warrant Article on contracts for a vote.	MR	18 Feb	C
13	Send email to MRees and Bruce about possible directing lower cost for Waverly Road project.	MR	25 Feb	C
14	Send mtg notes of 2 Mar to Herb to format	MR	4 Mar	HC did format-C
15	Add description column on Master Articles List which are boiler plate articles and will assign Articles to FINCOM members.	MR	16 Mar	
16	Provide members copies of last year's articles.	MR	11 Mar	C
17	Correct current formula issues with the forecaster.	MR/TD	11 Mar	
18	Email Charlie about compensation for NA Planning Board to determine potential financial impact	MR	16 Mar	
19	Email planning Board for Article to amend Sec 16.2 as to their position as favorable or unfavorable action.	MR	16 Mar	